

## SELECT BOARD MEETING MINUTES

### May 4, 2020

The regular weekly meeting of the Select Board was held Monday, May 4, 2020 at 7:00 p.m. The meeting was held by remote teleconference.

PRESENT: Tom Brady, Chair; and Cindy Silver and Kevin Meehan, members comprising a quorum of the board.

ALSO PRESENT: Kathi Marshall, Assistant to the Select Board. John Scales and Stuart Arnett were also present.

Tom Brady called the meeting to order at 7:00 p.m. and read the following statement:

*As Chair of the Jefferson, New Hampshire Select Board I find that due to the state of emergency declared by the governor as the result of the COVID-19 pandemic and in accordance with the governor's emergency order #12 pursuant to executive order 2020-04 this public body is authorized to meet electronically. Please note that there is no physical location to observe and listen contemporaneously to this meeting which was authorized pursuant to the governor's emergency order. However, in accordance with the emergency order I am confirming that we are:*

- A. Providing public access to the meeting by telephone, and we are utilizing a telephone service so all members of the Town of Jefferson Select Board have the ability to communicate contemporaneously during this meeting through this platform. And the public has access to listen and, if necessary, to participate in this meeting by dialing the following phone number: 1-866-678-6823 and needing ID number 8959399 followed by the pound (#) sign.
- B. Providing public notice of necessary information for accessing the meeting. We previously gave notice to the public of the necessary information for accessing the meeting including how to access the meeting telephonically. Instructions have also been provided through the Town of Jefferson's website [www.jeffersonnh.org](http://www.jeffersonnh.org)
- C. Providing a mechanism for the public to alert the public body during the meeting if there is a problem with access. If anybody has a problem please call 586-4553 or e-mail [towwnofjefferson@myfairpoint.net](mailto:towwnofjefferson@myfairpoint.net).
- D. During the meeting if the public is unable to access the meeting. In the event the public is unable to access the meeting they will be adjourned and rescheduled.

*Please note that all votes that are taken during this meeting will be done by a roll call vote, so let's start the meeting by taking roll call attendance: Chair, Tom Brady, "present." Select Board member Cindy Silver, "present." Kevin Meehan, Select Board Member, "present."*

## PUBLIC INPUT

**Building Permit:** Tom went immediately to public input since John Scales and Stuart Arnett were already online for the meeting. Tom asked John Scales to bring everyone up to date on his current situation. He told board members that his house had burned down on February 23. He is trying to rebuild as soon as he can, but he has not been able to reach anyone in Concord due to the COVID-19 situation. He needs his building permit approved so he can begin work, but he must submit a New Hampshire Residential Energy Code for approval (Form PC-1), and because he cannot reach anyone in Concord he is being held up. He wants to begin pouring a foundation in the exact location of his previous home. He was asking for approval to begin while he sends in the PC-1 to be approved. He said he won't be able to begin building until the foundation is poured and dried, which will take several weeks. Tom said if a town does not have a building enforcement officer the town can approve the permit. He asked the board members if, in this particular instance, and since the state offices in Concord were closed, they would approve the permit with stipulations.

Kevin said he had no problem allowing the permit to be approved with the stipulation that Mr. Scales continue the process of applying for approval in Concord. Cindy agreed as long as he kept the board members updated regularly on the building process of his new home.

Kevin moved to allow Kathi to sign the board members' signatures on the building permit, with the stipulation that Mr. Scales call the town office at least every two weeks to inform her of his progress with the pouring of the foundation for his home. Cindy seconded the motion. A roll call vote was taken, and Cindy voted "aye," Kevin voted "aye," and Tom voted "aye." The motion carried.

**School Building Renovations:** The board invited Stuart to attend the meeting because they are interested in setting a concrete plan to prepare the school for occupancy. Tom mentioned the board's concern about the safety issue at the town offices when they open again. Cindy said the board would like to set a timeline for preparation work so the offices could move into the school.

Kathi said if the offices open up there are no protective barriers for the public and the employees. But she said if they were to go into the school, she would rather do it "right" than "rushed." She mentioned the school has asbestos that needs to be removed first. She also mentioned considering what would be needed long term--some kind of phone system that would anticipate the needs of each entity in the building. They would need to know where internet and electrical access would be for computers, routers, scanners, photocopiers, faxes, etc. She felt it would be counter productive to move desks, files and equipment there without knowing the exact layout of the offices to go in there. We don't want to move everything in and realize later it all has to be relocated.

She said she did some research and discovered a cost-effective way to modify the town offices so she and Polly would be protected, as well as the public. If they made those basic changes the town offices would be functional, with protection, until the school was properly prepared. Kathi

also mentioned she heard there may be grants available now specifically connected to the COVID-19 situation, and the town may qualify because of our lack of protective resources.

Stuart asked if the board members had heard from the fire marshal's office. Cindy said she did receive a reply from Sean that said to date we were in good shape with our plans and there was nothing that conflicted with the fire marshal's guidelines for safety.

Stuart said he would research grant possibilities, including with Eversource who may offer discounts relative to energy-efficiency or even grants. He mentioned the town may want to check with their insurance company to make certain any work at the school was covered. Kathi said she would check. She also said she would send Stuart the latest correspondence from the Fire Marshal.

Cindy offered the board's assistance at any time since they can now discuss things remotely. She wanted Stuart to know the board was available to him. Cindy said she would also like to reach out to the Fire Marshal's office to update Sean and make sure we were okay moving forward.

### **Invoices/Accounts Payable**

**Payroll:** There were 40 hours for Mark Dubois for \$616.25, Bruce Hartford had 17 hours for \$163.90, Jimmey Howland had 26 hours for \$256.33, Mike Kenison had 40 hours for \$504.01, Kathi Marshall had 40 hours for \$624.14, Joy McCorkhill had 18 hours for \$221.74.

For accounts payable the invoices from C.N. Brown were \$1,327.66 (that included 500 gallons of fuel for the school), one for Chris Milligan for \$205.93 which was a reimbursement for face masks and a thermometer (COVID-19 expenses), Irving Oil for \$33.20, Opal Bronson's check was \$592.50, Sanel for \$277.13 and Spectrum was \$96.98 for monthly internet service.

Kevin made a motion to approve the expenditures for payment, and Cindy seconded the motion. Tom took a roll call vote. Cindy Silver said "aye," Kevin Meehan said, "aye," and Tom Brady voted "aye." The motion carried.

**Meeting Minutes:** Cindy made a motion to approve the meeting minutes for April 27, 2020 as recorded. Kevin seconded the motion. Tom took a roll call vote. Cindy Silver said "aye," Kevin Meehan said, "aye," and Tom Brady voted "aye." The motion carried.

### **REPORT OF DEPARTMENTS**

**Highway Department:** Kathi said Mark told her he had been speaking with both Tom and Kevin, but he did submit a list of work they were doing so Kathi could bring Cindy up to date. They have been grading roads and parking lots. They cleaned the hill on Ingerson Road and plan on working on the school this week. They have done ditching and grading on Valley Rd, Turnpike Rd, and Whipple Rd.

**Town Office:** Along with her regular duties, Kathi reconciled the general checking account. She spent most of her time working on the issues the board assigned to her in the previous meeting

including the septic issue with DES and Cathy Conway. She also spoke with CAI concerning the digital maps, and she presented questions to the bank about the warrant article bank notes for financing the work at the school.

### NEW BUSINESS

**Building Permit:** Since the board already addressed Mr. Scales' permit, Kathi mentioned the permit for the changes to be made to a US Cellular tower. She tried to connect with a representative there, but no one responded. She has e-mailed her questions and will bring that issue to the next meeting. She has another permit from John Jr. and Cindy Silver to put a roof over their existing deck. The application is complete and they have paid the fee.

Kevin moved to approve the building permit for John and Cindy and to allow Kathi to sign for board members. Cindy recused herself from the process. Tom seconded the motion. A roll call vote was taken, and Kevin voted "aye," and Tom voted "aye." The motion carried.

**4<sup>th</sup> of July:** Kathi read parts of an e-mail from Chris Milligan asking about the 4<sup>th</sup> of July plans and whether or not he should order fireworks for the occasion. Chris mentioned the slow opening of our state and he felt it would be "nearly impossible to put any kind of safeguards in place for the public let alone for my staff or anyone else involved. These uncertain times may be the best reason to err on the side of caution."

Tom asked when Chris wanted a decision and if we had time to reflect on it. Cindy said we should make a decision by the 18<sup>th</sup> of May and get back to Chris. Tom said he would like the public to be able to read the minutes to see if they had any input on the subject. He suggested putting the issue back on the agenda for next week. Kevin and Cindy both agreed.

**Library Opening:** Kathi asked if board members had read the correspondence regarding input from the board on the library opening. The trustees will be meeting soon, and they are asking for input. Tom said the state is closed through the end of May. Kathi said some places are allowed to open with stipulations.

Kevin suggested the library be kept closed at least until the end of May, and when they do open they should have a safety plan for employees and the public. Cindy agreed. Tom said they should determine how many people can be in the building at one time, will they require masks, and what will be the process for disinfecting each day. All members agreed. Kathi asked if she should contact Liz to let her know what the board suggested, and members agreed she should.

### UNFINISHED BUSINESS

**School Grounds Maintenance:** Tom did drive by the school and admitted the fences should come down. He said the grass was going to start growing soon, and he felt maintenance could begin. Kevin made a motion to give John Silver Jr. permission to begin spring maintenance on the grounds at the school and to remove the fences that were coming down. Tom seconded the motion. A roll call vote was made and Kevin voted "aye," and Tom voted "aye." The motion carried.

**Website:** Kathi said she didn't know if the board wanted to discuss the new website at that time, but she wanted Cindy to know she received a large packet of information from Town Web and asked if she could read through the material and then pass it on to Cindy afterward. Cindy said that was fine. Cindy did reach out to Town Web and Civic Plus to let them know that due to the shut down we have been delayed, and we would contact them when we were ready.

**Opening the Town Offices:** Kathi told Stuart if we have to stay in the town office she believes it's very possible. We have only to modify the door going into the town hall. The town could purchase a variation of a "dutch door" which opens on the top and stays closed on the bottom. There is a small shelf on the bottom half that allows someone to write a check or stamp an application. She researched plexiglass shields, and they are available with an access cutaway on the bottom that would allow people to pass through checks or car registrations. At the same time people would be protected on the top by the plexiglass shield. Kathi said someone with carpentry skills could attach a small shelf to the door on each side. The town would purchase the plexiglass. We could modify the door for about \$500 to get us through. The big maps could go out into the town hall so people could access them without coming into the office. A wireless doorbell (which we already have) could go on one side of the door so people could press the button and Polly or Kathi would go to the window. Everyone would be protected.

Kevin asked if the door into the town hall was a wooden door. Kathi wasn't sure. He said it might be even less expensive to modify the door that's already there. Kevin said he would check it out with Larry Kenison to see if he could work with the existing door. Cindy and Tom agreed that would be fine. The important thing was to make certain the door would lock. Kevin said he would bring Larry when no one was in the office.

Cindy asked if the changes could be added to the COVID-19 expenses, and Kathi said she felt certain it should go on the list. We have no other choice. And this would be the least expensive way to deal with the situation until we move to the school.

**Bank Notes:** Kathi was not able to reach Sarah by phone, and sent her an e-mail asking all the questions the board presented at the previous meeting, including about deferred payments if they were ever needed. If she does not get a response this week, she will call before the next meeting.

**CAI:** Kathi checked with CAI Technologies about the timetable for having the town maps digitized and put online. Franco told her it would be before the end of December. If the board would like it to happen sooner he would be willing to discuss that. Cindy asked if there would be an additional cost to speed up the process, and Kathi said he did not mention an additional cost, because we have signed a contract and the final payment is not due until 2021. Kathi said she would find out if there was an additional cost and whether or not the contract would have to be modified if we wanted the maps sooner. Kevin said if the big maps were out in the town hall we didn't necessarily have to rush to get the maps online.

**Septic Issue:** Kathi got in touch with Cathy Conway and Cathy specifically recalls this situation. She did design the system that was intended to go into this property, but doesn't know why it

was never installed. She knew there was an order, either from DES or DOT, to put it in, yet it never happened. She did confirm that the application and approval are now invalid, because they are only good for four years, something that had been mentioned at the previous meeting. She also mentioned it was impossible to reach a live person at DES, which was a problem Mr. Hicks had as well.

Kathi e-mailed Amy Rousseau at DES and gave her all the information. She responded to Kathi and told her she forwarded the information to Kevin Kaveny from the Subsurface Bureau. She also sent a copy to Rick Triess.

Kathi heard from Kevin Kaveny informing her that he contacted Paul Ingersoll who is Jefferson's Health Officer. He told Paul to go out and inspect the site. Kevin also said after the inspection the town will have to send a letter of "deficiency" to the resident, and he sent her a copy of that letter.

Kathi said she will get in touch with Paul so he and the town are on the same page.

### **PUBLIC INPUT**

There was no more public input.

### **ANY OTHER BUSINESS**

**Highway Block Grant:** Kathi told the board she received a check for \$9,642.23. Tom asked if that was something we normally get or if it was a part of that special aid package for two years. Kathi said she would check it out, but thought the two-year payment was much more.

**Traffic Study:** Tom asked if anything had come to the town office concerning the Santa's Village traffic study. Kathi said she has not seen anything concerning Santa's Village.

**Zoom:** Tom suggested the board look into using Zoom so we could see each other during the meetings. He asked Kevin if he could access Zoom and Kevin said he could. Cindy said she could as well. Kathi has an I-phone, but has never used Zoom. Tom asked Cindy to do some research on costs and setting up the town computer with the app.

**Adjournment:** Kevin made a motion to adjourn, and Cindy seconded the motion. Tom asked for a roll call vote: Cindy Silver, "aye," Kevin Meehan, "aye," and Tom voted "aye." The motion carried.

The meeting adjourned at 9:00 p.m.

The next meeting of the Select Board will be Monday, May 11, 2020 at 7:00 p.m. by remote conference call.

Respectfully submitted,